

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Division of Rehabilitation Services Administrative Services Section Data Processing/Information Management 47 Trinity Ave. S.W. Atlanta, Ga. 30334		ARCHIVES AND HISTORY	
Application Date 1/12/83				Application Number 83-40	
Application Number 83-1				Date Received JAN 14 1983	
				Date Completed FEB 9 1983	
2. Person to Contact Carolyn Jarrell		Working Title Data Control Coordinator		Telephone Number 656-2629	
3. Action Requested					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest FY 1979		Latest continuing			
		5. Records Series Title (followed by title used in office; if different) Rehabilitation Services Client Information Management Report File			
6. Division and Office Function: What is the function of the Division and the Office in which this record series is created? The Division of Rehabilitation Services is responsible for providing those services necessary to increase the physical, mental, social and vocational capacities of handicapped individuals so their roles as contributing members of our society will be enhanced. The Administrative Services Section has the responsibility for Division financial management and administration, data processing and information management, program planning and development, information and advocacy, and personnel services. The Data Processing/Information Management Unit is responsible for management of data on client information, telecommunications, electronic data processing activities, and program evaluation functions.					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: managing client service information and providing computer reports for Rehabilitation Services Included are: Computer reports- Weekly Case Services Expenditure Report; Monthly Case Service Summary Report; Program Coordinator Summary; Client Status Report; 90 Day Authorization and Invoice (A & I) Aging Report; Vendor List (microfiche); Cases for RSA-30; Federal Follow Up; Year To Date Closed Cases For Current Fiscal Year; R-100 Monthly Report Of Referral, Plans and Status 26 Closures; Unit Supervisor Summary Status Report; Summary Of Referral, Plans, Closures, and Expenditures; Case Closure Report on SSA Disability Insurance and SSI; Summary Of Case Service Reports For Clients Rehabilitated Status 26; Counsellor List; and related reports. File is arranged: Alphabetically by report name; thereunder chronologically by date					
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>12</u> ; Seven to twelve months old <u>8</u> ; Thirteen to twenty-four months old <u>4</u> ; twenty-five months and older <u>2</u> ?					
9. Annual Rate of Accumulation or Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) <u>5 cubic feet</u>					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. DHR Confidentiality Policy XI A.2(a) Client Information CFR 205.50
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? File Series consists entirely of printouts

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>4</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administratively, these files are necessary to document client services data management and Verification.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

(Original Copy) - Info. Management Unit
Computer Printouts and or Microfiche

(Office Reference Copies) - Various Units
Computer Printouts and or Microfiche

Cut off file at the end of each fiscal

Cut off file at the end of each fiscal

year; hold in current files area 1 year; transfer to State Records Center; hold 3 years; then destroy.

year; hold in current files area 1 year or until no longer needed for active reference; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Carolyn B. Farrell</i>	12/28/82	<i>Paul T. Murphy Jr.</i>	12/28/82
State Records Committee (Signature) Date			
State Auditor/Designee	<i>Wm. H. Small</i>	2/8/83	
Secretary of State/Designee	<i>Edmund Weedon</i>	2/3/83	
Attorney General/Designee	<i>Al Hanger</i>	1-6-83	

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)